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NEIGHBORHOOD AND
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DISTRICT DIVISION

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MIRANDA C. PASTER
DIVISION MANAGER

April 30, 2015

Mr. Don Duckworth, Executive Director
Westchester Town Center BID
8929 South Sepulveda Blvd., #130
Westchester, CA 90045

**RE: SUBMISSION OF BUSINESS IMPROVEMENT DISTRICT (BID) PROPERTY ASSESSMENT
DATABASE FOR THE 2016 ASSESSMENT YEAR**

Dear BID Director:

In order to ensure the timely placement of the property assessment data on the County of Los Angeles property tax rolls, please submit your BID's property assessment data to our Office no later than **Monday, June 1, 2015**.

The BID's property assessment database must be formatted according to the three-column format as shown on the attached sample using Microsoft Excel. Do not total the columns. Government owned parcels (if any) are to be included on a separate sheet and same format in the same Excel file as non-government owned parcels.

Note that the database must be formatted as follows:

- **Have two digits to the right of the decimal**
- **All zero assessment parcels removed**
- **Agency account number is listed just once at the top of the sheet**
- **No totals**
- **No currency formatting**
- **No dashes in the parcels numbers**
- **No hidden rows or columns**
- **No formulas (only numbers and text)**

Please transmit the final database via email to the City Clerk Office's Technical Research Supervisor, Dennis Rader at Dennis.Rader@lacity.org.

The BID's property assessment database must be submitted even if there will be no changes for the 2016 assessment year. If your BID's Management District Plan allows for an annual assessment increase and the BID's Board of Directors has authorized an increase, please submit a copy of the Board's authorization along with the BID's property assessment database.

If you have any questions, please contact our Office at (213) 978-1099.

Sincerely,

Miranda Paster, Division Manager
Neighborhood and Business Improvement District Division

MCP:RMH:rks
Attachment